



## Careers Guidance Lead - Person Specification

|                                          | JOB REQUIREMENT                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Essential | Preferred | * How assessed |
|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|----------------|
| Qualifications, knowledge and experience | GCSE or equivalent in English and Maths, grade C or above                                                                                                                                                                                                                                                                                                                                                                                                                                     | √         |           | A              |
|                                          | QCF Level 6 Diploma in Career Guidance and Development or Post Graduate or Masters level qualification in a relevant discipline (or a commitment to gaining this qualification)                                                                                                                                                                                                                                                                                                               | √         |           | A & I          |
|                                          | Strong digital skills                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | √         |           | A & I          |
|                                          | Experience of creating innovative approaches and a range of solutions, using initiative, creativity, pragmatism and vision to play an active role in the delivery and evolution of provision                                                                                                                                                                                                                                                                                                  | √         |           | A & I          |
|                                          | Experience of delivering professional advice and guidance to young people                                                                                                                                                                                                                                                                                                                                                                                                                     |           | √         | A & I          |
|                                          | Knowledge of SIMs software                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | √         | A & I          |
|                                          | Previous experience working with young people and/or previous experience in a school environment                                                                                                                                                                                                                                                                                                                                                                                              | √         |           | A & I          |
| Personal and interpersonal               | <b>Presenting and Communicating Information</b><br>Speaks clearly and fluently; expresses opinions, information and key points of an argument clearly; makes presentations and undertakes public speaking with skill and confidence; responds quickly to the needs of an audience and to their reactions and feedback; projects credibility.                                                                                                                                                  | √         |           | A & I          |
|                                          | <b>Planning and Organising</b><br>Sets clearly defined objectives; plans activities and projects well in advance and takes account of possible changing circumstances; manages time effectively; identifies and organises resources needed to accomplish tasks; monitors performance against deadlines and milestones; able to work to deadlines and a willingness to respond positively to all aspects of work; able to be an effective timekeeper and able to manage and organise own time. | √         |           | A & I          |
|                                          | <b>Learning and Researching</b><br>Rapidly learns new tasks; gathers comprehensive information to support decision making; demonstrates a rapid understanding of newly presented information; encourages an organisational learning approach (i.e. learns from successes and failures and seeks feedback); manages knowledge (collects, catalogues, and disseminates knowledge of use to the organisation).                                                                                   | √         |           | I              |
|                                          | <b>Working with People</b><br>Demonstrates an interest in and understanding of others; adapts to the team and builds team spirit; recognises and rewards the contribution of others; listens, consults others and communicates proactively; supports and cares for others; develops and openly communicates self-insight; builds good relationships, with a non-judgemental, ethical approach, relating well to people at all levels. Ability to motivate and engage young people.            | √         |           | I              |
|                                          | <b>Coping with Pressures and Setbacks</b><br>Works productively in a pressurised environment; keeps emotions under control during difficult situations; balances the demands of a work life and a personal life; maintains a positive outlook at work; handles feedback well and learns from it.                                                                                                                                                                                              |           | √         | I              |
| Child Protection                         | A commitment to the responsibility of safeguarding and promoting the welfare of young people.                                                                                                                                                                                                                                                                                                                                                                                                 | √         |           | A & I          |
|                                          | Enhanced DBS disclosure ( <i>to be completed by preferred candidate following interview</i> ).                                                                                                                                                                                                                                                                                                                                                                                                | √         |           |                |
|                                          | Willingness to undertake safeguarding training when required.                                                                                                                                                                                                                                                                                                                                                                                                                                 | √         |           | I              |

\* A = application, R = references, I = interview, T = task